

USING THE SOUND RECORDER



Sound Recorder

This tool allows you to capture an audio recording which you can keep in your flipchart, or save to a resources folder and replay as often as required.

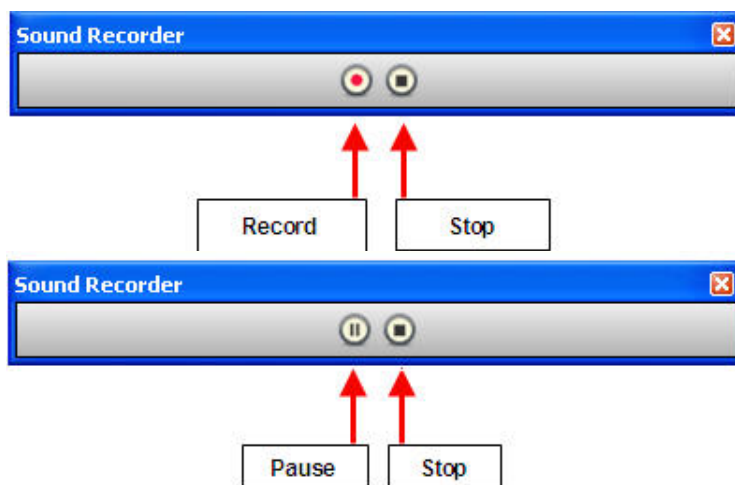
Where Can I Find the Sound Recorder?

- Go to **Tools > More Tools > Sound Recorder**
OR
- Go to **Desktop Tools > More Tools > Sound Recorder**



How Do I Use the Sound Recorder?

1. **Plug in** a microphone to the microphone jack on your computer.
2. Click the **Sound Recorder** tool.
3. Click the red **Record** button.
4. The red **Record** button will turn into a **Pause** button to indicate that it is recording. Complete the recording, and click the **Stop** (black square) button.
5. A speaker icon will appear. Click on it to hear your recording.
6. You can drag your audio file over into "My Resources" in your Resource Browser and rename it to use it again and again.



How Do I Mute the Audio?

- Click the **Mute** icon in the top right corner of the flipchart.



How Do I Adjust the Audio Settings?

- Go to **File> Settings> Multimedia** - (Check or uncheck: Show Sound Controller)
- Go to **File> Settings> Recordings > Sound Recordings** - (Decide where you want your Sound Recordings saved to)